

CEU Submission Guidelines for CCM's

SUMMARY--To gain credit for CEUs, please follow these steps:

1. Fill out a **CEU Form** (available on the Harp for Healing website under "Resources and Forms") for each activity (book report, workshop, lesson, presentation, etc.) Be sure to include a short summary of the activity and explain why this activity is beneficial to your continued development as a CCM. Use a separate form for each activity.
2. Once per year fill out a **CEU Summary form** (available on the Harp for Healing website) and submit it to the home office along with all the CEU forms and any supporting documents for each individual activity. Make only one submission per year. Submissions may be made either electronically or by hard copy submitted through the mail.

Electronic submission to:

HarpforHealing@gmail.com

Mailed submissions to:

Harp for Healing, LLC
920 4th Avenue
Havre, Montana 59501

There are no set parameters for distribution of CEU credits, but we recommend getting credits from a variety of sources (half in individual activities and half in group or conference activities in varied subject matters) in order to get a balanced education. Below are the credits that can be claimed:

Individual Activities

1. Private music lessons relating to therapeutic skills development.

1 CEU per hour of lesson

2. Reading books relating to music, resonance, healthcare, bedside music skills, music theory, medical research, alternative modalities in healthcare, and other subjects related to the work of a Clinical Musician.

1 CEU per 100 pages

3. Repertoire enhancement--Memorize and record 10 new songs to add to your current repertoire.

1 CEU per 10 new songs recorded and submitted to home office

Group Activities

1. Conferences, webinars, classes, and/ or workshops on healthcare music, hospice skills and philosophies, and/or music skills. CMCP conference call recordings on the website may also be used as group activities.

1 CEU per 1 hour of seat time

2. Presentations to the public or to medical workers. Submit presentation materials with your CEU report.

2 CEUs for preparation plus 1 CEU each time presentation is delivered

EXPLANATIONS

Purpose of CEU requirement

The purpose of the CEU requirements, established by the Standards Board, is to ensure that we, as graduates and practicing therapeutic musicians, stay current with new information in the field, continually improve our skill sets to be more effective, ensure we manage our own well being, increase our knowledge of the environments in which we practice, hone our skills, and develop the field through education and outreach.

Reporting Overview

The **CEU form** is the most important part of the process and needs to be completed and submitted for every activity for which you claim CEU credit. All CEU forms for the year should be submitted together with a **CEU Summary Form**. Both forms are available on the website under "Resources and Forms".

Many activities can be reported for CEU credits: reading books, attending workshops, giving presentations, developing music skills, doing research, and so on. The critical question to answer is this: How does it apply to therapeutic music and enhance my skills as a therapeutic musician?

We reserve the right to allow partial or no credit for an activity. The CEU form is your opportunity to indicate why the activity was valuable to you and how it enhances your skills and practice.

Frequently Asked Questions

How and when do I submit my CEU reports?

Your request for CEU credit should be submitted once per year. Please compile all your completed **CEU forms** with one completed **CEU Summary form** for each year. Make only one submission per year. Most find it best to submit towards the end of each calendar year. You are required to maintain a cumulative total of 40 hours every four years. Submissions may be made either electronically or by hard copies mailed to the home office. Print and fill out a **CEU form** for each event. Once per year, put all the completed CEU forms and supporting documents together with the completed **CEU Summary form** (available on the Harp for healing website under "Resources and Forms" in the black Program Participants menu) and submit them to the home office either electronically or by mail.

Electronic submission to:

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Mailed submissions to:

Harp for Healing, LLC

920 4th Avenue

Havre, Montana 59501

We recommend that you submit reports for about ten hours each year; however you may spread out the 4-year accumulation of 40 hours however you would like. You just need to maintain the requirement of a cumulative total of 40 hours of CEU every four years.

How can I know how many CEUs I already have?

If you choose to have your name listed on the "Graduate Listing" page of the Harp for Healing website, your four-year total will be available on the far-right column of the Graduate Listing page of the website. For example, a listing of C25 means that there is an accumulated total of 25 CEUs in your file for the previous 4 years.

What happens after I submit my reports?

When your CEU reports and CEU summary form are submitted, the home office will review your request. Once the review is completed, you will receive an email with a scanned copy of your CEU Summary form indicating the number of CEUs approved, and a cumulative CEU total.

What if I disagree with a decision made about credits approved?

Call or email the Program office, indicate why you disagree and request reconsideration.

How much information do you want?

We need to know the particulars of the activity or book and the credit being claimed. The completed **CEU** form should include a brief summary of the subject matter and a short description of how it applies to therapeutic music and how it enhances your skills as a therapeutic musician. A good format is to indicate the reasons you chose the activity and 3 important things you took away.

Can I just submit the handout or outline for the activity in lieu of completing the CEU Form?

No, you need to complete and submit the Harp for Healing CMCP **CEU form**.

If I am certified as a therapeutic musician by more than one program, can I submit CEU's on the other program's form?

As long as the other form has comparable information, it is probably fine, but please submit a sample first for approval.

Can I use a hospice or hospital continuing education reporting form?

No, you need to complete and submit the Harp for Healing CMCP **CEU form**, including information on how the activity related to your work as a therapeutic musician.

What supporting documentation is required in addition to the CEU report?

For workshops – a description of the class in an advertisement or flyer

For lessons – summary of lesson material

For presentations you give – a copy of your presentation outline and proof of delivery (advertisement, flyer, etc.)

What if I'm not sure if a particular type of activity will be allowed for credit?

Send an email to the Program office indicating what you'd like to do and why. Most inquiries can be handled by email, but a phone call can be set up if needed.

Are there maximums for activities?

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Why would an activity receive no credit or partial credit?

An activity is focused on building specialized skills that are not needed by a therapeutic musician would not qualify for CEU. For example, a workshop focused on leisure activities, workshops focused on advanced musical ornamentation, complex rhythms, how to play the bongo drum.

Sometimes, the length of the activity will be an issue. A couple of hours experiencing sound therapy through crystal or Tibetan bowls or toning would expand your awareness of the effects of sound and provide personal experience of some of the concepts we read about; however, a weekend long intensive would not be given full credit.

Do I need to complete a report for every workshop I attend within a conference?

Yes, you need to provide a report or equivalent information in a compressed format. You can do that on the **CEU form**.